

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE <b>J</b>		PAGE OF PAGES <b>1   32</b>	
2. AMENDMENT/MODIFICATION NO. <b>0002</b>		3. EFFECTIVE DATE <b>24-Feb-2007</b>		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
6. ISSUED BY AFGHANISTAN ENGINEER DISTRICT US ARMY CORPS OF ENGINEERS KABUL APO AE 09356		CODE <b>W917PM</b>		7. ADMINISTERED BY (If other than item 6) <b>See Item 6</b>			
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)				<input checked="" type="checkbox"/> 9A. AMENDMENT OF SOLICITATION NO. <b>W917PM-07-R-0043</b>			
				<input checked="" type="checkbox"/> 9B. DATED (SEE ITEM 11) <b>31-Jan-2007</b>			
				10A. MOD. OF CONTRACT/ORDER NO.			
				10B. DATED (SEE ITEM 13)			
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended. <input checked="" type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  <b>QA CONSTRUCTION MANAGEMENT SUPPORT SERVICES</b>  The purpose of this amendment is to: A. Delete all references to the USACE's Area of Responsibility that includes the countries of Kazakhstan, Kyrgyzstan, Pakistan, Tajikistan, Turkmenistan, Uzbekistan. The USACE's only Area of Responsibility will be the country of AFGHANISTAN. B. Under the Scope of Work, positions 1-6, delete all references to "or other host country". For position 7, delete all reference to "Iraq or Iraq" and replace "Afghanistan or Afghani". C. Due to the amount of positions to be filled, the pages allowed for Volume 1 is changed from 50 pages to 100 pages.							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				TEL: _____ EMAIL: _____			
15B. CONTRACTOR/OFFEROR  _____ (Signature of person authorized to sign)		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA  BY _____ (Signature of Contracting Officer)		16C. DATE SIGNED  <b>24-Feb-2007</b>	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

**SUMMARY OF CHANGES**

SECTION C - DESCRIPTIONS AND SPECIFICATIONS

The following have been modified:

POSITION REQUIREMENTS

**POSITION DESCRIPTIONS AND REQUIREMENTS**

- 1 – Position Description, Deputy Resident Engineer**
- 2 – Position Description, Project Engineer**
- 3 – Position Description, Mechanical Engineer**
- 4 – Position Description, Electrical Engineer**
- 5 – Position Description, Civil Engineer**
- 6 - Position Description, Construction Inspector/ Quality Assurance Representative (QAR)**
- 7 – Position Description, Architect**
- 8 – Position Description, Cost Estimator**
- 9 – Position Description, Scheduler**
- 10 – Position Description, Translator**
- 11-- Position Description, Administrative Assistant**
- 12 – Position Description, Safety Officer**
- 13 – Position Description, GIS Technician/Specialist**
- 14 – Position Description, Engineer Department Assistant**
- 15 – Position Description, Logistic/Supply Specialist**
- 16 – Position Description, Administrative Officer**

**\*NOTES REGARDING LICENSE AND CREDENTIAL REQUIREMENTS**

**Position Title:** Deputy Resident Engineer (Estimated positions up to 7 )

**Description of Duties:**

1. Serves as the technically responsible professional engineer for one or more program areas which involve substantial and exceptionally complex engineering aspects relating to the design, implementation and administration of technical projects for roads, bridges, facilities, etc. Provides professional and technical leadership, guidance, and expertise in managing contractor executed construction projects on behalf of the U.S. Army Corps of Engineers and the Republic of Afghanistan ~~(or other host country)~~.
2. Develops designs, drawings, specifications, detailed engineering plans and cost estimates for projects in assigned program area(s).
3. Reviews, evaluates and makes professional recommendations concerning the engineering feasibility of plans developed by proposers' of projects.
4. Reviews invitations to bid, bids, award recommendations and contracts for engineering accuracy and technical adequacy.
5. Monitors the adequacy and acceptability of the engineering aspects of project construction work through field inspections, review of contractor reports and meetings with project personnel.
6. Submits reports on project progress, including professional analyses of engineering and related problems and recommendations for corrective action.
7. Maintains liaison with contractors and host government personnel responsible for project implementation, scheduling, procurement and compliance with local building and construction codes for the purpose of facilitating the resolution of problems.
8. May supervise a staff of engineering draftsmen, engineering inspectors, clerical support personnel and, where needed, a lower level professional engineer.

**Required Skills:**

1. A Bachelor of Science. or equivalent collegiate degree in civil or another appropriate field of engineering is required.
2. At least 6 years of progressively responsible experience as a professional engineer is required.
3. Ability to speak and read English and Dari/ Pashtu fluently.
4. Expert knowledge of the field of engineering in which engaged and a sound knowledge of allied fields bearing upon the engineering work involved.
5. Expert knowledge of building and construction practices and knowledge of building and construction codes.
6. Professional engineer's license or other appropriate (for the host country) credentials in the appropriate field of engineering.
7. Ability to work as part of a multidisciplinary team.
8. Have taken the Contract Quality Management (CQM) course approved by AED.

**Desired Skills:**

1. Possess knowledge of management concepts, principles, methods, and practice.
2. Ability to use a variety of office equipment (i.e. computers, copiers, fax machines, digital cameras).

3. Proficient with Microsoft Word.
4. Familiarity with Microsoft Excel and Power Point
5. Substantial skill in preparing engineering reports, specifications and related materials in English.

**\* SEE NOTES 1 AND 2\***



**Position Title:** Project Engineer (Estimated positions up to 10 )

**Statement Of Duties:**

Work under the direction of the resident or area engineer. Work is assigned in general terms of overall objectives and results desired.

1. Serves as a project engineer providing professional and technical leadership, guidance, and expertise in managing contractor executed construction projects on behalf of the U.S. Army Corps of Engineers and the Republic of Afghanistan ~~(or other host country)~~.
2. Serves as the organizational subject matter expert regarding Afghanistan ~~(or other host country)~~ national standards and practices for civil and structural engineering designs, soil and foundation analysis for horizontal and vertical construction, including but not limited to facility site layout, site drainage, geotechnical considerations, material selection and approval for roads, bridges, and structures; water treatment and distribution infrastructure and systems; and waste water collection and treatment infrastructure and systems.
3. During design phase of a project, performs constructability review of project designs & specifications to determined site compatibility & anticipated problems.
4. During construction phases, ensures contractor compliance w/ contract schedules, plans, specifications, etc. identifies actual or potential problems & determines necessary for changes.
5. Serve as projects primary point of contact to obtain construction and as built drawings & other documents.
6. Reviews contractor receipt of materials & equipment procured by contractors purchase orders.
7. Conducts negotiations w/ contractors on modification work to establish equitable prices & realistic time allowance for modified and/or additional work.
8. Prepares various reports & correspondence pertaining to daily activities, progress payments, contact modifications materials, delays in construction, etc.

**Educational and Experience Requirements:**

1. Possess a degree in professional engineering and four years of experience directly related to the profession of civil or structural engineering.

**Required Skills:**

1. Possess an extensive knowledge of methods, practices, and processes of engineering and science disciplines.
2. Capability to control and manage assigned project's budget and schedule.
3. Ability to speak and read English and Dari/ Pashtu fluently.
4. Ability to work as part of a multidisciplinary team.
5. Have taken the Contract Quality Management (CQM) course approved by AED.

**Desired Skills:**

1. Possess knowledge of management concepts, principles, methods, and practice.
2. Ability to use a variety of office equipment (i.e. computers, copies, fax machines, digital cameras).

- 3 Proficient with Microsoft Word.
- 4 Familiarity with Microsoft Excel and Power Point
- 5 Substantial skill in preparing engineering reports, specifications and related materials in English.

**\* SEE NOTES 1 AND 2\***

**Position Title:** Mechanical Engineer (Estimated positions up to 7)

**Statement of Duties:** Provides professional mechanical engineering and construction management support by performing tasks such as:

1. Serves as a general project engineer providing professional and technical leadership, guidance, and expertise in managing contractor executed construction projects on behalf of the U.S. Army Corps of Engineers and the Republic of Afghanistan ~~(or other host country)~~.
2. Serves as the organizational subject matter expert regarding Afghanistan ~~(or other host country)~~ national standards and practices for mechanical engineering designs, system components, installations, and system construction, including but not limited to site, facility, and building mechanical systems for commercial, industrial, and residential applications; water treatment and distribution infrastructure and systems; and waste water collection and treatment infrastructure and systems.
3. Participates in design reviews of and provides comments on contractor submitted mechanical engineering designs and plans for a variety of applications, including but not limited to those noted in Item #1 above.
4. Provides quality assurance oversight, documentation of such oversight, and recommends corrective actions as required to ensure high quality performance on contractor executed mechanical engineering projects or project tasks.
5. Provides safety oversight, documentation of such oversight, and directs corrective actions as required to ensure worker safety during the performance of contractor executed mechanical engineering projects or project tasks.
6. Assists the appointed contracting officer's representative and/or resident engineer in interpreting and enforcing contractual provisions regarding contractor mechanical engineering requirements and deliverables including but not limited to those noted in Item #1 above.
7. Documents and provides reports regarding contractor progress toward accomplishing contractual scopes of work including but not limited to those noted in Item #1 above. Recommends authorization of progress payments based on observed contract progress to established quality standards and specifications.
8. Maintains professional files in a systematic, retrievable, and contractually enforceable manner.
9. Performs other duties as assigned.

**Educational and Experience Requirements:**

1. University degree and two years of experience directly related to the profession of mechanical engineering.
2. The experience contained in the applicant's resume will be evaluated as it relates to the qualifications, skills, and abilities required for this position.

**Required Skills:**

1. Ability to speak and read English and Dari/ Pashtu.
2. Ability to read and interpret mechanical engineering designs and plans.
3. Ability to read and follow maps.

4. Ability to use a variety of office equipment (i.e. computers, copiers, fax machines, digital cameras).
5. Ability to work as part of a multidisciplinary team.
6. Have taken the Contract Quality Management (CQM) course approved by AED.

**Desired Skills:**

1. Familiarity with computer word processing, spread sheets, and e-mail programs.

**\* SEE NOTES 1 AND 2\***

**Position Title:** Electrical Engineer (Estimated positions up to 7)

**Statement of Duties:** Provides professional electrical engineering and construction management support by performing tasks such as:

1. Serves as a general project engineer providing professional and technical leadership, guidance, and expertise in managing contractor executed construction projects on behalf of the U.S. Army Corps of Engineers and the Republic of Afghanistan ~~(or other host country)~~.
2. Serves as the organizational subject matter expert regarding Afghanistan ~~(or other host country)~~ national standards and practices for electrical engineering designs, system components, installations, and system construction, including but not limited to primary power generation and distribution infrastructure, commercial and industrial electrical systems, and residential electrical systems.
3. Participates in design reviews of and provides comments on contractor submitted electrical engineering designs and plans for a variety of applications, including but not limited to those noted in Item #1 above.
4. Provides quality assurance oversight, documentation of such oversight, and recommends corrective actions as required to ensure high quality performance on contractor executed electrical engineering projects or project tasks.
5. Provides safety oversight, documentation of such oversight, and directs corrective actions as required to ensure worker safety during the performance of contractor executed electrical engineering projects or project tasks.
6. Assists the appointed contracting officer's representative and/or resident engineer in interpreting and enforcing contractual provisions regarding contractor electrical engineering requirements and deliverables including but not limited to those noted in Item #1 above.
7. Documents and provides reports regarding contractor progress toward accomplishing contractual scopes of work including but not limited to those noted in Item #1 above. Recommends authorization of progress payments based on observed contract progress to established quality standards and specifications.
8. Maintains professional files in a systematic, retrievable, and contractually enforceable manner.
9. Performs other duties as assigned.



**Educational and Experience Requirements:**

1. University degree and two years of experience directly related to the profession of electrical engineering.
2. The experience contained in the applicant's resume will be evaluated as it relates to the qualifications, skills, and abilities required for this position.

**Required Skills:**

1. Ability to speak and read English and Dari/ Pashtu.
2. Ability to read and interpret electrical engineering designs and plans.
3. Ability to read and follow maps.
4. Ability to use a variety of office equipment (i.e. computers, copiers, fax machines, digital cameras).
5. Ability to work as part of a multidisciplinary team.
6. Have taken the Contract Quality Management (CQM) course approved by AED.

**Desired Skills:**

1. Familiarity with computer word processing, spread sheets, and e-mail programs.

**\* SEE NOTES 1 AND 2\***

**Position Title:** Civil Engineer (Estimated positions up to 7)

**Statement of Duties:** Provides professional civil engineering and construction management support by performing tasks such as:

1. Serves as a general project engineer providing professional and technical leadership, guidance, and expertise in managing contractor executed construction projects on behalf of the U.S. Army Corps of Engineers and the Republic of Afghanistan ~~(or other host country)~~.
2. Serves as the organizational subject matter expert regarding Afghanistan ~~(or other host country)~~ national standards and practices for civil and structural engineering designs, soil and foundation analysis for horizontal and vertical construction, including but not limited to facility site layout, site drainage, geotechnical considerations, material selection and approval for roads, bridges, and structures; water treatment and distribution infrastructure and systems; and waste water collection and treatment infrastructure and systems.
3. Participates in design reviews of and provides comments on contractor submitted civil engineering designs and plans for a variety of applications, including but not limited to those noted in Item #1 above.
4. Provides quality assurance oversight, documentation of such oversight, and recommends corrective actions as required to ensure high quality performance on contractor executed civil engineering projects or project tasks.
5. Provides safety oversight, documentation of such oversight, and directs corrective actions as required to ensure worker safety during the performance of contractor executed civil engineering projects or project tasks.
6. Assists the appointed contracting officer's representative and/or resident engineer in interpreting and enforcing contractual provisions regarding contractor civil engineering requirements and deliverables including but not limited to those noted in Item #1 above.
7. Documents and provides reports regarding contractor progress toward accomplishing contractual scopes of work including but not limited to those noted in Item #1 above. Recommends authorization of progress payments based on observed contract progress to established quality standards and specifications.
8. Maintains professional files in a systematic, retrievable, and contractually enforceable manner.
9. Performs other duties as assigned.

**Educational and Experience Requirements:**

1. University degree and two years of experience directly related to the profession of civil and/or structural engineering.
2. The experience contained in the applicant's resume will be evaluated as it relates to the qualifications, skills, and abilities required for this position.

**Required Skills:**

1. Ability to speak and read English and Dari/ Pashtu.

2. Ability to read and interpret civil engineering designs and plans.
3. Ability to read and follow maps.
4. Ability to use a variety of office equipment (i.e. computers, copiers, fax machines, digital cameras).
5. Ability to work as part of a multidisciplinary team.
6. Have taken the Contract Quality Management (CQM) course approved by AED.

**Desired Skills:**

1. Familiarity with computer word processing, spread sheets, and e-mail programs.

**\* SEE NOTES 1 AND 2\***

**Position Title:** Construction Inspector/Quality Assurance Representative (Estimated positions up to 100)

**Statement of Duties:** Provides technical and construction oversight/quality assurance (QA) support by performing tasks such as:

1. Perform office and field interdisciplinary duties associated with USACE-AED civil and military projects including construction management and coordination with the U.S. Army Corps of Engineers, Customer and other agencies
2. Provide subject matter assistance regarding Afghanistan national standards ~~(or other host country)~~ and projects for:
  - i. Civil and structural engineering designs, soil and foundation analysis for horizontal and vertical construction, including but not limited to facility site layout, site drainage, geotechnical consideration, material selection and recommendations for roads, bridges and structures; water treatment and distribution infrastructure and systems; and waste water collection and treatment infrastructure and systems.
  - ii. Electrical engineering designs, systems components, installations, and system construction, including but not limited to primary power generation and distribution infrastructure, commercial and industrial electrical system, and resident electrical systems.
  - iii. Mechanical engineering designs, system components, installation, and system construction, including but no limited to site, facility, and building mechanical systems for commercial, industrial, and resident applications, water treatment and distribution infrastructure and systems; and waste water collection and treatment infrastructure and systems.
3. Participate in design reviews of and provide comments on contractor submitted engineering designs and plans for a variety of applications, including but not limited to those noted in Item #2 above.
4. Provide quality assurance oversight, documentation of such oversight, and recommend corrective actions as required to ensure high quality performance on contractor executed engineering projects or project tasks. Write reports recommending corrective action on deficient conditions.
5. Provide safety oversight, documentation of such oversight, and direct corrective actions as required to ensure worker safety during the performance of contractor executed engineering projects or project tasks.
6. Assist the appointed contracting officer's representative and/or project engineer in interpreting and enforcing contractual provisions regarding contractor engineering requirements and deliverables including but not limited to those noted in Item # 2 above.
7. Document and provide reports regarding contractor progress toward accomplishing contractual scopes of work including but not limited to those noted in Item #2 above. Prepare daily reports of activities reflecting progress of construction, quantities and quality of materials placed, weather conditions, reasons for delays in construction, instruction given to contractor and any unusual circumstance encounter. Prepare a weekly report to consolidate the ongoing activities of the project.



8. Serve as English- Dari and/or Pashtu Language Specialist on a wide range of issues including conferences with the contractors, submittal reviews, translation of design documents, etc.
9. Maintain professional files in a systematic, retrievable, and contractually enforceable manner.
10. Perform other duties as assigned.

**Education and Experience Requirements:**

1. University/College technical degree and/or equivalent work experience directly related to the engineering technology required.
2. The experience contained in the applicant's resume will be evaluated as it relates to the qualifications, skills, and abilities required for this position.

**Required Skills:**

1. Ability to speak and read English, Dari and/or Pashtu
2. Ability to read and interpret engineering designs and plans.
3. Ability to read and follow maps.
4. Ability to use a variety of office equipment (i.e. computers, copiers, fax machines, scanners, digital cameras)
5. Ability to work as part of a multidisciplinary team.
6. Have taken the Contract Quality Management (CQM) course approved by AED.

**Desired Skills:**

Familiarity with computer word processing, spreadsheets, and e-mail programs.

**\* SEE NOTE 2\***

**Position Title:** Project Architect (Estimated positions up to 4)

**Statement of Duties:** Provides professional architectural and construction management support by performing tasks such as:

1. Serves as a general project architect providing professional and technical leadership, guidance, and expertise in managing contractor executed construction projects on behalf of the U.S. Army Corps of Engineers and the Country of Afghanistan ~~Republic of Iraq~~.
2. Serves as the organizational subject matter expert regarding Afghan ~~Iraqi~~ national standards and practices for architectural designs, building components, component installations, building construction, landscaping, and ergonomics, including but not limited to commercial, industrial, and residential buildings and landscaping applications.
3. Participates in design reviews of and provides comments on contractor submitted architectural designs and plans for a variety of applications, including but not limited to those noted in Item #1 above.
4. Provides quality assurance oversight, documentation of such oversight, and recommends corrective actions as required to ensure high quality performance on contractor executed architectural projects or project tasks.
5. Provides safety oversight, documentation of such oversight, and directs corrective actions as required to ensure worker safety during the performance of contractor executed projects or project tasks.
6. Assists the appointed contracting officer's representative and/or resident engineer in interpreting and enforcing contractual provisions regarding contractor architectural requirements and deliverables including but not limited to those noted in Item #1 above.
7. Documents and provides reports regarding contractor progress toward accomplishing contractual scopes of work including but not limited to those noted in Item #1 above. Recommends authorization of progress payments based on observed contract progress to established quality standards and specifications.
8. Maintains professional files in a systematic, retrievable, and contractually enforceable manner.
9. Performs other duties as assigned.

**Educational and Experience Requirements:**

1. University degree and one year of experience directly related to the profession of architecture.
2. The experience contained in the applicant's resume will be evaluated as it relates to the qualifications, skills, and abilities required for this position.

**Required Skills:**

1. Ability to speak and read English and Dari/ Pashtu.
2. Ability to read and interpret architectural designs and plans.
3. Ability to read and follow maps.
4. Ability to use a variety of office equipment (i.e. computers, copiers, fax machines, digital cameras).

5. Ability to work as part of a multidisciplinary team.
6. Have taken the Contract Quality Management (CQM) course approved by AED.

**Desired Skills:**

1. Familiarity with computer word processing, spread sheets, and e-mail programs.

**\* SEE NOTES 1 AND 2\***

**Position Title:** Cost Estimator (Estimated positions up to 4)

**Statement of Duties:**

1. Performs a variety of work relative to planning and evaluating construction methods and procedures for various technical engineering alternatives relative to project work, reviewing and/or preparing a wide variety of engineering estimates, coordinating with and advising others, and participating in bid opening and negotiation meetings as technical advisor or for informational purposes.
2. Plans, evaluates, reviews, and/or prepares a wide variety of engineering estimates ranging to those which are technically and procedurally complex.
3. Develops cost estimates for projects from feasibility to construction.
4. Recommends consideration of changes in plans which may result in greater economy through substitution of materials or simplification of construction.
5. Routinely takes necessary action to insure security of Government estimates.
6. Advises supervisor or project managers of extremely difficult and/or controversial problems and matters of policy resulting from assigned estimating responsibilities and work assignments. Suggests methods or procedures or additional studies required to resolve problems encountered.
7. Makes field visits to construction projects, both Federally and privately constructed, to gather first-hand information regarding contract operations, difficulties encountered, the relative merits of proposed materials, availability, costs relative to allowable substitutes, and other information that will assist in making sound and realistic cost estimates.
8. Attends negotiation meetings, bid opening sessions, and Board of Review meetings.
9. Maintains files of current material prices and construction equipment first costs obtained from quotations by suppliers.
10. Provides technical review and/or guidance for lower graded Branch technicians involved in estimate preparation.

**Educational and Experience Requirements:**

3. University degree and two years of experience directly related to the profession of cost estimating.
4. The experience contained in the applicant's resume will be evaluated as it relates to the qualifications, skills, and abilities required for this position.

**Required Skills:**

1. Ability to speak and read English and Dari/ Pashtu.
2. Ability to read and interpret designs, plans, scopes of work, and specifications.
3. Ability to read and follow maps.
4. Ability to use a variety of office equipment (i.e. computers, copiers, fax machines, digital cameras).
5. Ability to work as part of a multidisciplinary team.

**Desired Skills:**



1. Familiarity with computer word processing, spread sheets, and e-mail programs.

**\* SEE NOTES 1 AND 2\***

**Position Title:** Scheduler (Estimated positions up to 4 )

**Statement of Duties:**

1. Creating and implementing Critical Path Method (CPM) Baseline Schedule with Primavera Project Planner or Microsoft (MS) Project
2. Updates monthly construction schedule with narratives and progress analysis
3. Coordinates the various subprojects into a Master schedule
4. Maintains and monitors program and project level CPM
5. Monitors program milestones and interdependencies between subprojects, identifying the critical path and suggesting alternatives

**Required skills:**

1. Ability to speak and read English and Dari/Pashtu.
2. Ability to use a variety of office equipment (i.e. computers, copiers, fax machines).
3. Proficient with scheduling software (Primavera and MS Project).

**Desired Skills:**

1. Familiar with MS excel and power point, and MS Outlook email system.

**\* SEE NOTES 1 AND 2\***

## 10

**Position Title:** Translator (Estimated positions up to 8)

**Statement of Duties:**

Provides translation, general office, and administrative support by performing such tasks as:

1. Serves as English/ Dari/ Pashtu translator for the office and serves as liaison for the office with other LN personnel.
2. Types various forms, memorandum and reports using office automation equipment. (i.e. award citations, policy statements).
3. Establishes and maintains a variety of office files for time keeping performance appraisals, personal tracking, hand-receipt, reporting requirements etc.
4. Use copier machines, fax machines and other types of peripheral automated – equipment.
5. Answers telephones, greets and directs visitors to the appropriate staff member or office.
6. Performs other duties as assigned.

**Required Skills:**

1. Ability to speak and read English and Dari/ Pashtu.
2. Ability to use a variety of office equipment (i.e. computers, copiers, fax machines, digital cameras).
3. Proficient with Microsoft Word.

**Desired Skills:**

1. Familiarity with Microsoft Excel and Power Point.

**\* SEE NOTES 2\***

**Position Title:** Administrative Assistant (Estimated positions up to 10)

**Statement of Duties:**

1. Types a wide variety of narrative and tabular material, including memorandums, correspondence, reports, directives, administrative studies, technical papers, manuals, charts, and statistical tables.
2. Searches files and records for information and references.
3. Assembles materials for use in preparing reports, correspondence, and technical papers.
4. Composes correspondence, reports, memorandums from oral instructions or in accordance with standard office procedures.
5. Checks correspondence, bills, vouchers, and receipts for presence of signatures, proper nomenclature, accuracy of fiscal data, etc.
6. Classifies and codes material for filing.
7. Performs routine translation (Dari and/ or Pashtu to English and visa- versa) duties in connection with day-to-day office activities.
8. Answers telephone and receives visitors to the office. Provides information requested or refers callers and visitors to others.

**Required Qualifications:**

1. Completion of elementary school is required
2. One year of typing and clerical experience is required.
3. Ability to type 40 words per minute.
4. Level 3 English ability (good working knowledge) is required.

**Desired Qualifications:**

1. Two years of secondary school is desirable.
2. Most of the experience with a US Government Agency is desired.
3. Knowledge of general clerical practices and procedures.
4. Knowledge of statistical or tabular typing practices.



**Position Title:** Safety Officer (Estimated positions up to 2)

**Statement of Duties:**

1. Confers with design engineers during development of design plans and specifications and makes comprehensive safety review of completed plans to insure the inclusion of optimum accident prevention controls and safety features.
2. Reviews and evaluates safety programs and accident prevention pre-plans, submitted by resident engineers on construction projects. Insures conformance with safety standards and procedures.
3. Plans, develops and exercises staff supervision over activities related to environmental health hazards, such as sight and hearing conservation programs, exposures to temperature extremes, toxic materials and ionizing radiation; personal health and sanitation, physical examinations of personnel for safety purposes, inoculation, vaccination and immunization of personnel standards for drinking water, toilet, sewage and other sanitary facilities.
4. Provides technical direction and assistance, as required on work to be accomplished.
5. Participates in conferences and discussions with representatives of technical divisions of the district and offices of higher echelons, representatives of using services, contract forces, other Government agencies, and equipment suppliers.
6. Coordinates, plans and evaluates safety training courses. Determines course objectives, need for training, recommends nomination of individuals to appropriate supervisor, organizes and writes lesson plans.
7. Responsible for implementation and enforcement of all safety rules, regulations, and directives applicable to the work supervised.

**Required Qualifications:**

1. Knowledge of building design, construction standards, methods and practices sufficient to evaluate compliance with safety and occupational health criteria.
2. Knowledge of safety and occupational health principles, practices, procedures and standards.
3. Knowledge of a job hazard analysis and other analytical techniques sufficient to perform mishap investigations and identify causal factors.
4. Knowledge of professional engineering principles, methods, and techniques and skill in devising innovative safety procedures to minimize potential for injury of property damage resulting from construction activities and equipment operations.

**Education and Experience Requirements:**

1. University/College technical degree and/or equivalent work experience directly related to the engineering technology and/ or safety required.
2. The experience contained in the applicant's resume will be evaluated as it relates to the qualifications, skills, and abilities required for this position.

## 13

**Position Title:** GIS Technician/Specialist (Estimated positions up to 2)

**Statement of Duties:**

1. Responsible for support of nationwide geospatial database of reconstruction activities in Afghanistan and the Central Asia Republics.
2. Convert text and raw coordinates into GIS data files, checking accuracy, documenting collected data.
3. Coordination with diverse community of data producers, database managers and customers.
4. Prepare reports, conduct GIS training and prepare instructional material.
5. This position will receive direction from the AED GIS manager and function as part of the AED engineering staff.
6. Other duties related to GIS or database management may be assigned.
7. Responsible for map design and production.
8. Receive information from wide variety of sources such as MS Word, Excel, Access, and hard copy and input data in to the Common Operating Picture database.
9. Perform quality checks on coordinate data. Convert coordinates between various datums such as MGRS, Lat/Lon.
10. Conduct liaisons with GOA ministries and host nation organizations.
11. Develop databases in MS Excel and MS Access.
12. Create geodatabases and map products using ArcGIS suite of products.

**Required Qualifications:**

1. The GIS Technician/Specialist should have at least four years of general GIS experience.
2. Bachelors Degree or equivalent from university in technical, management, or professional field.
3. Knowledge of English and Dari/Pashto languages sufficient to interpret and translate verbal and written technical documents, (fluent, level 4).
4. Must be proficient in the following computer programs; Windows, Word, Excel, Access, AutoCAD, GIS Software
5. Minimum three years job experience using ArcGIS to develop geodatabases and map products.
6. Experience with operation of handheld Global Positioning Units (GPS's).

**Desired Qualifications:**

1. Ability to work under pressure.
2. Ability to work independently and show initiative.
3. Be able to travel to remote areas as required.

**\* SEE NOTES 1 AND 2\***

**Position Title:** Engineering Department Assistant (Estimated positions up to 2)

**Statement of Duties:**

1. Receives and Logs Incoming Submittals
  - a. Greets Contractors.
  - b. Communicates with Project Managers, Resident Engineers, Construction Representatives in matters pertaining to progress of submittal processing
  - c. Forwards drawings and other technical submittals to the proper Engineering Dept personnel.
2. Managing, organizing and filing all engineering and technical documents.
3. Manages all archived files in the storage buildings.
4. Makes copies for Engineering staff.
5. English to Dari Translation, and vice versa for numerous documents including Power Point Presentations from English to Dari.
6. Give Presentation at the Contractor's Conference.
7. Manages Dr. Checks database
  - a. Opens & Closes Reviews
  - b. Contacts Project Managers about Review Completion
8. Contractor Liaison.
9. Maintains and orders Engineering Department office supplies.
10. Delivers Submittals to Project Managers and Resident Engineers.
11. Develops and Maintains Sunday Meeting Report.
12. Maintains and Updates Access Database.
13. Assists the Engineering Dept.

**Required Qualifications:**

1. Should have at least two years of experience working for a Non Governmental Organizations, International/National Businesses in Afghanistan or Developing Organizations.
2. At least a High School graduate.
3. Fluent in English and Dari languages sufficient to interpret verbal conversations and written documents.
4. Must have a working knowledge of the following computer programs; Windows, Word, Excel, PowerPoint.

**Desired Qualifications:**

1. University degree is preferred.
2. Ability to work under pressure.
3. Ability to work independently and show initiative.
4. Be able to travel to remote areas as required.

**Position Title:** Logistics and Supply Specialist (Estimated positions up to 2)

**Statement of Duties:**

1. Solve problems by investigating and analyzing a variety of unique supply, equipment, and transportation problems throughout AED and Afghanistan.
2. Responsible for ordering, receiving, inventorying of supplies and equipment that are delivered to Qalaa Compound.
3. Process acquisitions and receipt of supplies and materials to include: laundry service, Class I, Class II, working with vendors to acquire needed supplies and equipment through the local economy using Blanket Purchase Agreements.
4. Has an understanding of the Army Corps of Engineers business processes: Contracting Management, Resource Mgmt, and Logistics.
5. Coordinate with vendors and government agencies to expedite the acquisition and ordering processes using the Afghan economy.
6. Facilitate customs clearance for AED contractor shipments from Pakistan, Dubai etc.,
7. Work well and communicate with others in their native language.
8. Provide translation services, oral and written, for AED Commander and senior management staff, as needed.

**Required Qualifications:**

1. Ability to speak and read English and Dari/Pashto.
2. Ability to use a variety of office equipment (i.e. computers, copies, fax machines, digital cameras).
3. Proficient with Microsoft Word.
4. Level 4 English ability is required.
5. Two years experience in administrative or logistics field.

**Desired Qualifications:**

1. Proficiency in Microsoft Excel and Access.
2. High school graduate with some college credit desired.



**Position Title:** Administrative Officer (Estimated positions up to 5)

**Statement of Duties:**

1. Serves as the Lead Assistant Administrator responsible for facilitating all customs clearance for AED contractor's shipments from Pakistan, Dubai, etc., in support of construction projects on behalf of the U.S. Army Corps of Engineers and the Republic of Afghanistan (or other host country).
2. Responsible for providing guidance and managing other local national employees; facilitating visas for contractors and AED employees; translate documents from English to Dari and vice-versa; provide interpreting services as required in high-level meetings and in meetings with contractors.
3. Types a wide variety of narrative and tabular material, including memorandums, correspondence, reports, directives, administrative studies, technical papers, manuals, charts, and statistical tables.
4. Searches files and records for information and references.
5. Assembles materials for use in preparing reports, correspondence, and technical papers.
6. Composes correspondence, reports, memorandums from oral instructions or in accordance with standard office procedures.
7. Checks correspondence, bills, vouchers, and receipts for presence of signatures, proper nomenclature, accuracy of fiscal data, etc.
8. Classifies and codes material for filing.
9. Performs routine translation (Dari and/ or Pashtu to English and visa- versa) duties in connection with day-to-day office activities.

**Required Qualifications:**

1. Completion of elementary school is required
2. One year of typing and clerical experience is required.
3. Ability to type 40 words per minute.
4. Level 3 English ability (good working and technical knowledge) is required.

**Desired Qualifications:**

1. Four years of secondary school is desirable.
2. Most of the experience with a US Government Agency is desired.
3. Knowledge of general clerical practices and procedures.
4. Knowledge of statistical or tabular typing practices.



**\*NOTES REGARDING LICENSE AND CREDENTIAL REQUIREMENTS FOR ABOVE POSITIONS, AS APPLICABLE**

1. Professional engineer's license or other appropriate (for the host country) credentials in the appropriate field of engineering/ architecture/ safety.
2. Substantial skill in preparing daily reports, engineering reports, accident reports, investigation reports, specifications and/ or position related materials in English.

SCOPE OF WORK

**SCOPE OF WORK**

- 1.0 **General:** This contract is for Personal Services to support the US Army Corps of Engineers (USACE) with its mission in Afghanistan, ~~Kazakhstan, Kyrgyzstan, Pakistan, Tajikistan, Turkmenistan and Uzbekistan.~~
- 2.0 **Construction Quality Assurance and Construction Management Related Services:** The personnel provided to USACE under this Personal Services contract will be under the direct supervision and control of USACE personnel in the performance of their duties. The contractor shall not be responsible for directions or consequences of directions given by USACE. Performance will be in accordance with USACE guidance and requirements and as elsewhere provided for under this contract.
- 3.0 **Qualifications:** Qualifications of personnel provided under this contract will conform to the Position Descriptions located in Exhibit A. Should the contractor offer for employment personnel with lesser qualifications, acceptance of such services at a specified rate will be based on written approval by the Contracting Officer.
- 4.0 **Hiring of Personnel:** The Government may identify personnel for the contractor to hire under this personal services contract. All other personnel will be provided based on the conditions set forth in the terms and conditions of this contract. The Government reserves the right to interview any personnel provided by the contractor prior to hiring.
  - 4.1 **Right of First Refusal:** The contractor will be responsible for offering the right of first refusal to the existing Afghan workforce (unless notified otherwise by the Government), numbering approximately **thirty (30)** currently employed by the incumbent contractor, at a minimum pay rate commensurate with their existing compensation, within fifteen (15) calendar days after Notice to Proceed.
  - 4.2 **Physical Fitness of Personnel:** The contractor will hire personnel physically capable of performing assigned duties.
  - 4.3 **Ethics Training of Personnel:** The contractor will establish and implement an ethics training program for all newly hired employees and annually thereafter. The content and implementation of the training will be coordinated with the USACE Construction Division and Contracting Office. Training shall be minimum one hour in length and

personnel record of receiving said training shall be maintained and made available upon request by Government.

- 4.4 **Termination of Personnel:** The contractor shall immediately terminate any personnel provided under this contract upon the direction of the Contracting Officer.
- 4.5 **Compensation:** The contractor shall be paid according to the Contract Line Items and associated Hourly Rates (\$US) that were proposed by the contractor at the time of bid. These hourly rates shall include, but not be limited to, labor, equipment, transportation (see Paragraph 10.0), overhead, profit etc. Except for reimbursable expense line items described in Section 5.0, all compensation for work provided under this contract shall be included in the hourly rates established for each Contract Line Item Number (CLIN) utilized. Estimated hours will be established for each CLIN at the time of task order award. Total amount for the Base Period will not exceed \$2.5 million (US). Total amount for each Option period will not exceed \$2.5 million (US).
- 4.6 **Work Week:** It is anticipated that normal work hours will be 10 hours per day, 6 days per week, from Saturday to Thursday. Specific duty hours to be determined at each location, on a project by project basis. Each location and project will also determine the number of hours per week, from a minimum of 40 hours to a maximum of 60 hours in any calendar week.
- 4.7 **Holiday Leave**
  - 4.7.1 Personnel are entitled to 3 days of paid holiday for "Eid Al-Fitr" following the Holy month of Ramadan, and 4 days for "Eid Al-Adha" following the pilgrimage to Mecca in accordance with the Islamic calendar. Paid holidays to be 8 hours.
  - 4.7.2 Personnel are also authorized time off for holidays designated by the Afghanistan Government. No time off for U. S. Federal holidays. Paid holidays to be 8 hours.
- 4.8 **Sick Leave:** Personnel are entitled to 5 days of paid sick leave per year. Leave will be granted in increments of half days as well as full days. There is no limit on sick leave carry over from one year to the next. Unused leave balances will not be paid.
- 4.9 **Vacation Leave:** Personnel are entitled to 5 days of paid vacation leave per year. The maximum vacation leave carry over from one year to the next will be 15 days. Unused leave balances will not be paid. Vacation leave will be approved in advance by the designated Government official at each location.
- 4.10 **Leave Without Pay:** May be granted only with written approval of the designated Government official.
- 4.11 **Other Benefits:** Any other benefits required by Afghan law are the responsibility of the contractor, and should be included in the contractor's proposed rates of compensation listed in Attachment 1.

## 5.0 **Per Diem:**

- 5.1 Should personnel be required to make overnight stays at a location other than their normal place of residence, to support the project to which they are assigned, reimbursement for expenses will be recorded on an agreed upon form with appropriate



supporting documentation. Authorized expenses incurred by personnel in a travel status while working shall include only:

- Per Diem for lodging and meals if an overnight trip is required, up to \$8 per day;
- Internet charges- maximum of \$25.00 per calendar week;
- Phone cards for work related calls only.

Per Diem expenses will be paid under the Per Diem Reimbursable Expenses CLIN, not to exceed the amount noted for that Performance Period.

**6.0 Language:** Personnel are required to have a working knowledge and ability with English commensurate with their assigned duties. Personnel shall be required to interpret and translate verbal and written technical English to Dari (or Pashtu, as appropriate) and visa versa. Reference the attached position descriptions for specific requirements.

**7.0 Security and Facility Access:**

**7.1** The contractor will be responsible for obtaining all permits, licenses, rights of entry and approvals from all local Governorate and National authorities as necessary for the performance of these personal services. Rights of entry include the ability to obtain the proper documentation to ensure that personnel provided via this contract can enter facilities controlled by U.S. and coalition forces, the US State Department and the Afghani Government.

**7.2** The contractor shall be responsible for coordinating security vetting, where available- including collecting the local national's biographical data on the appropriate forms required by the entity which performs the security vetting function and escorting the candidates to the vetting venue. The appropriate Government intelligence or other agency or its designee will be responsible for conducting the background investigation and screening to vet the employees.

**7.3** As part of the coordination responsibilities, the contractor shall also be responsible for tracking and transmitting final proof of vetting provided by the Government investigatory agency to the Contracting Officer for all new employees hired. New employees do not include personnel hired from the incumbent contractor upon commencement of this contract, as long as there is evidence of previously completed vetting for each individual.

**7.4** USACE –AED will provide sponsorship to facilitate badging at individual Forward Operating Bases when required by the installation regulations. Where installation regulations permit, the Government may authorize interim hiring of personnel contingent upon the successful completion of security screening.

**7.5** Security Notification. Should an employee be arrested for whatever reason or fail to pass any screening/vetting process, the contractor shall immediately notify the Contracting Officer.

**8.0 Prompt Payment of Salaries:**

**8.1** Responsibility. Payroll delivery is the responsibility of the contractor. The contractor must develop safe and efficient means of delivering and distributing payroll at each field location occupied by their employees. The Government is not responsible for delivering payroll to the contractor's employees. Payroll procedures shall be submitted in accordance with this paragraph and as described by Section 9.0 below. Frequency of

payment to employees by the contractor shall be on a biweekly basis for those individuals working at or nearby (within 10KM) an established USACE District/ Area, Resident, or Project Office, and monthly for those employees working at more remote locations.

- 8.2 Completion. For the purposes of this contract, payroll delivery is considered "complete" when payment has been signed for by every employee. Contractor is required to provide copies of all payroll delivery information at each request for contract payment from the Government, to cover the period since the last pay request was submitted.
- 8.3 Delinquency. Delivery of salaries to contractor employees will be considered late if it exceeds the agreed upon delivery date by more than two calendar days.
- 8.4 In the event that the Government is required to make payroll on behalf of the Contractor due to the Contractor's inability to fulfill its obligations under this Contract, the Government will offset its costs for doing so against the Contractor's future invoiced amounts.

9.0 **Contractors Standard Operating Procedures:** Contractor should address each of the following procedures individually and submit these procedures to the Contracting Officer within 15 calendar days after Notice to Proceed. Procedures should be in sufficient detail.

- Screening and Vetting Procedures
- Hiring Procedures
- Payroll Procedures and Delivery Schedule
- Ethics Training

10.0 **Place of Performance:** USACE- AED has operating locations throughout Afghanistan, Kazakhstan, Kyrgyzstan, Pakistan, Tajikistan, Turkmenistan and Uzbekistan that will require personal services. The contractor will be responsible to furnish his own labor, materials, equipment, and transportation to accomplish the requirements stated herein. The contractor is responsible for ensuring that all personnel have the means to travel on a day to -to-day basis to and from their residence to their place of employment. Place of employment is defined as the USACE Resident/ Area/ District Office or the remote Project site to which the individual is assigned. Contractor will ensure all employees (Engineers/ QAR's, etc.) have the transportation ability to report to their assigned project site consistently, on a daily basis, and also provide on-site transportation where necessary to fulfill the requirements of this scope of work. AED will not provide transportation for contractor employees (Engineers/QAR's, etc.). Engineer/ QAR transportation shall be suitable for project access and mobility. Engineers/ QARs will often be required to travel long distances on road projects, therefore, it is incumbent upon them as a requirement for employment to have transportation at the jobsite. Projects are in remote areas and transportation must be reliable. No compensation will be made for any time that contractor employees are not at their assigned place of employment during established duty hours. Transportation expenses shall be included in the bid hourly rate for each individual employed under this contract. No separate payment will be made for any transportation related expenses. Employees will be required to prepare daily reports, submit photographs, and other routine and daily documentation as described, in order to:

- 1) report on construction progress at the assigned site;
  - 2) demonstrate performance of assigned quality assurance and construction management duties;
  - 3) provide evidence the employee is located at the assigned site on a daily basis.
- Kabul Area Office
    - Central Resident Office,
    - East Resident Office
    - North Resident Office



- South Resident Office
- Jalalabad Resident Office
- Mihtarlam Resident Office
- Bagram Resident Office
- Herat Area Office
- Gardez Area Office
  - Khost Resident Office
- Mazar-E-Sharif Area Office
  - AT- TJ Bridge Resident Office
- Kandahar Area Office
  - Qalat Resident Office
  - Lashkar Gah Resident Office
  - Tirin Kot Resident Office

Please note the above office locations are subject to change in the future, and do not represent/ include remote project sites that will, in many cases, be an employees' designated place of employment.

#### 11.0 Equipment:

**11.1 Contractor Furnished Equipment.** The contractor will provide personnel, equipment, transportation, food, lodging, computer support, photographic equipment and software as described below and necessary to fulfill the requirements of this contract. At each location, the contractor will be responsible for providing the equipment deemed necessary for the performance of their assigned duties to the employees providing support to the Government under this Contract. At a minimum, each Engineer/QAR is required to possess:

- a. computer equipment, including MS Office software and a small printer  
(including replacement cartridges),
- b. cell phone, digital camera, software with the ability to transmit reports and photographs, personal safety equipment such as, but not limited to, safety shoes, eye and hearing protection, cold weather protection, etc. (hardhats will be provided by USACE office to which employee is assigned),

Engineer/QAR's must possess the cell or satellite telephone which shall be turned on at all times and available for and capable of immediate communication with the USACE Construction COR and QA Contractor COR at all times. Contact information for each Engineer/QAR and their supervisor shall be furnished to the USACE QA Contractor COR and the Construction Contract COR upon award of the contract and updated as necessary.

- 11.2 Government Furnished Equipment.** The Government will provide a hardhat, paper, writing instruments, and any other office supplies deemed necessary for the performance of assigned duties. A desk or other suitable work space will be provided if the individual will be working at an established USACE Area, Resident, Project or District Office. If the individual works at a remote location, or at a project that does not have an established USACE office, then the vehicle used for transportation to the site will be used as the



work space. The individual USACE office to which the employee is assigned will be responsible for providing the necessary office supplies.

**12.0 Life Support:**

**12.1** The contractor will be responsible for providing its own life support under the contract.

**12.2** The Government will not reimburse the Contractor for any life support costs allocable to any local national employees, its non- management personnel (e.g. engineers, construction representatives (QAR's), safety) or its subcontractor personnel.

**13.0 Invoicing/Payment:**

**13.1** Invoicing for Personal Services will be on a monthly basis.

**13.2** The invoice for services will include, in addition to any appropriate supporting documentation, Timesheets and Reimbursable Expense Sheets signed by the designated Government official at each location as well as certified payroll records that demonstrate that payment at the rate specified in the contract has been made to the employee.

**13.3** Invoicing for per diem related reimbursable expenses (only as allowed and described by Paragraph 5.0 of this Section) will include sufficient back up documentation to allow USACE to evaluate those costs independently.

**13.4** All invoices shall include substantial documentation adequate to verify costs claimed.

**13.5** Payment will be made by Electronic Funds Transfer (EFT) only.

**14.0** Period of Performance: This contract will have 1 Base Period and 2 Option Periods of twelve months each. Options may be exercised by the government after the 12 months duration or after the \$3.0 million capacity per year is reached.

**15.-0** Ordering of Personal Services: This contract is an Indefinite Delivery Indefinite Quantity (IDIQ) contract. Total amount of contract for the Base Period will not exceed \$3.0 million (US). Total amount for each Option period will not exceed \$3.0 million (US).

**16.0** Ordering Procedures: The Government will order personal services under this contract by the issuance of Task Order on an as needed basis using the proposed rates shown on the Bidding Schedule. Task Orders shall be issued in writing by the Contracting Officer. Any changes to the Scope of Work indicated herein shall be made via a Modification. Changes/Modifications shall be executed only by the Contracting Officer.

**17.0 Delivery of Services:**

**17.1** The contractor will be required to provide Government services within 15 calendar days of the placement of the order. Within 15 calendar days, the Contractor will be operating in country, will have offered the right of first refusal to the incumbent employees (unless notified otherwise by the Government), and will be collecting and consolidating timesheets/ reports.

**17.2** The contractor is required to provide total services as described herein within 30

calendar days of the placement of the order. Within 30 days, the contractor will be fully mobilized to include processing new hires, prepared to deliver payroll, and completing functions described in this Statement of Work. Any deviations from this schedule will require approval by the Contracting Officer.

**17.3** Once fully mobilized, the contractor will satisfy all staffing needs within 7 calendar days of the request when an individual has been identified by the Government. The contractor will provide potential candidates to fill positions within 14 days of the request.

**18.0 Release of Information:** All rights in data and reports shall become the property of the US Government. All information gathered under this contract by the contractor and all reports and recommendations shall be treated as privileged information by the contractor and shall not, without the prior written consent of the Contracting Officer, be made available to any person, party or Government other than USACE, except as otherwise expressly provided in this contract and/or USACE operating procedures. The contractor shall require each employee to sign a statement agreeing to the conditions specified herein.

(End of Summary of Changes)